PARKS, BEACHES AND RECREATION COMMISSION

AUTHORIZATION: Article VII, Section 709 of the Charter of the City of Newport

Beach.

MEMBERSHIP: Members (7) appointed by the City Council.

TERM: Indefinite.

PURPOSE &

RESPONSIBILITIES: A. Act in an advisory capacity to the City Council in all matters pertaining to parks, beaches, recreation,

parkways and street trees.

B. Consider the annual budget for parks, beaches, recreation, parkways and street trees purposes during the process of its preparation and make recommendations with respect thereto to the City

Council and City Manager.

C. Assist in the planning of parks and recreation programs for the inhabitants of the City, promote and stimulate public interest therein, and to that end, solicit to the fullest extent possible, the cooperation of school authorities and other public and private agencies interested therein.

D. Establish policies for the acquisition, development and improvement of parks, beaches and playgrounds and for the planting, care and removal of trees and shrubs in all parks, playgrounds and streets, subject to the rights and powers of the City Council.

E. Perform such other duties as may be prescribed by ordinance not inconsistent with the provisions of the City Charter. (As amended by amendments effective April 28, 1966 and June 6, 1974.)

STAFF LIAISON:

Recreation & Senior Services Director and General Services Director



City of Newport Beach Parks, Beaches & Recreation Commission Order of Conduct

- 1. Order and Role Call: Chair calls meeting to order and requests PB&R Secretary to announce the roll call.
- 2. Notice to the Public: Chair requests secretary to read notice.
- **3. Consent Calendar:** Secretary reads "All matters listed under"...
 - Chair inquires if there any items the commission or staff would like to pull.
 - Chair inquires if there are any items the public would like pulled.
 - If <u>nothing is pulled</u> Chair requests a motion for approval of the consent calendar. Followed by a second. Chair calls for the vote.
 - If an <u>item is pulled</u>, then the Chair requests a motion for approval of all items except for the item pulled, followed by a second.
 - Chair calls for the vote.
 - Chair Calls on the Commissioner, staff or public requesting the item be pulled.
 - After Commission discussion, chair opens the public discussion/closes the public discussion.
 - Chair requests a motion followed by a second.
 - Chair calls for the vote.
 - PB&R Secretary announces whether the motion passes/fails.

4. Current Business:

- **a.** Chair requests staff report
- **b.** Chair requests questions or comments from Commission.
- c. Public Discussion: Chair invites public to speak and advises of 3 minute limitation
- **5. Motions:** Chair brings it back to the Commission for further discussion or action.
 - Once a motion has been made and seconded, the Chair will ask for any further discussion on the motion.
 - Once discussion is completed the Chair will call for the guestion/vote.
- **6. Announcement of Motion:** The PB&R Secretary announces whether the motion passes/fails.
- 7. Next Staff Report (repeat actions 4-8)
- **8.** Ad Hoc Committee Report: Chair invites committee members to provide updates.
- **9. Announcements and Future Agenda Items:** Chair opens to Commission comments on announcement or future items to be placed on the agenda.
- **10. Public Comments:** Chair invites members of the public to comment on **non-agenda items** and reminds them that they are limited to three minutes.
- **11. Adjournment:** Chair adjourns meeting.